

# Panel of Experts Review Form

## PART ONE: BACKGROUND INFORMATION

Complete prior to the panel review meeting(s)

Date(s) of Review

Candidate's Name (First/Last)

School

Hiring School District

Licensure Area (teaching field) being sought

Licensure Area (teaching field) code

Subject to be taught

EMIS Subject code:

Hiring School District Superintendent's Name

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Hiring School District Representative's Name

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**PART TWO: PANEL COMPOSITION**

Complete prior to the panel review meeting(s)

**I. Panel Review Members**

1. Business and Industry Representative (required)

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First Name Last Name

2. Business and Industry Representative (required)

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First Name Last Name

3. Business and Industry Representative (required)

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First Name Last Name

4. Postsecondary Representative (optional)

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First Name Last Name

5. Teacher Educator (optional)

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First Name Last Name

6. Business and Industry Representative (optional)

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First Name Last Name

7. Business and Industry Representative (optional)

First Name	Last Name

(Add additional names on separate sheet)

Name(s) of individuals from above group representative of the district's nontraditional and minority population:


**Please note: Business and industry representatives must constitute a majority. Members serving in a consultative role:**

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

**PART THREE: INDIVIDUAL PANEL REVIEW MEMBER FORM**

(All panel review members must complete this form. Copies should be distributed to panel review members at the beginning of the panel review meeting.)

<b>Name:</b>
<b>Title:</b>
<b>Company/Institution</b>
<b>Address:</b>
<b>Phone:</b>
<b>Primary Job Responsibilities:</b>

**I am a:** Check **one** of the following:

- Business/industry representative with content expertise and job responsibilities (practitioner or managerial) in the career field for which the candidate is being assessed.
- Postsecondary representative with content expertise and job responsibilities in the career field for which the candidate is being assessed.
- Teacher educator from an institution approved to deliver teacher education for the applicable license area with content expertise in the career field for which the candidate is being assessed.
- Teacher of an approved program in the career field for which the candidate is being assessed at a secondary school located outside the hiring school district.

**I have participated in the Panel of Experts Review and have determined that the candidate under review:**

- Has sufficient work experience and content knowledge to teach the subject.
- Does not have sufficient work experience and content knowledge to teach the subject at this time.
- Has adequate work experience and content knowledge to teach the subject but with deficiencies outlined in Part V of this form.

**I agree that the review process was conducted according to the process outlined in the CTE Licensure Handbook.**

Signature

**PART FOUR: PANEL REVIEW SUMMARY**

Standard under consideration:

*The provisional career-technical license may be obtained by an individual who holds a minimum of a high school diploma who evidences five years of full-time work experience OR THE EQUIVALENT in the career field . . . . . (Standard 3301-24-05 (C) (7) (b))*

Based upon our review of the candidate’s work experience and subject competencies, the review panel of experts has determined that:

- The equivalency option in the work experience requirement of the above *Teacher Education and Licensure Standard* HAS been met (i.e., the candidate has sufficient work experience and subject knowledge to teach the subject).
- The equivalency option in the work experience requirement of this standard has NOT been met.
- The equivalency option in the work experience requirement of this standard has been met but with the deficiencies noted in this review form. It is recommended that the candidate is required to follow a licensure plan addressing these deficiencies (outlined in the Licensure Plan—see form in this *Guide*).

**PANEL OF EXPERTS**

**Panel Review Member Names (Print)**

**Panel Review Member Signatures**


**PART FIVE:**

(This section should only be completed if the panel has concluded that the equivalency option has been met but with deficiencies.)

The panel has found the candidate to be deficient in the following knowledge and skills:

**We understand the following:**

- Three of the business representatives signing this agreement will assist in the development of the licensure plan and sign the plan.
- The candidate will be required to submit evidence of progress in completing the requirements in the licensure plan through a portfolio.
- The portfolio will be reviewed initially by the superintendent in consultation with the panel of experts or, at a minimum, three business representatives during the second year of the teaching to determine if satisfactory progress has been made.

**Business Representatives Agreeing to Assist with the Development of the Licensure Plan**

**(Minimum of 3):**

1.
  
2.
  
3.

## Licensure Plan

The licensure plan is a document that identifies the experiences to be required of the candidate to strengthen their competence in the content or subject matter to be taught. The licensure plan is only required if the panel of experts determines the work equivalency option has not been completely met.

It is the responsibility of the hiring school district in consultation with at least three of the panel of expert business persons to develop the licensure plan. The plan addresses the knowledge and skills listed in the Review Form.

Follow this process:

1. Use the licensure plan form appearing in this *Guide*.
2. List the deficient knowledge and skills that appear on the review form in the left column.
3. Identify experiences or courses in the second column. Examples of such experiences are:
  - course work at two-or four-year colleges and universities,
  - course work through adult career-technical education,
  - experiences with industry-based training programs,
  - targeted work experience on their own,
  - targeted work experience through an internship at a college or university,
  - targeted job shadowing and
  - interviewing practitioners and/or management.
4. Identify the evidence to be placed in the candidate's portfolio and the timeline. Evidence may include:
  - Transcripts
  - Letters from employers documenting experiences and knowledge/skill development
  - Contracts
  - Videos, pictures
  - Lesson plan
  - Course papers, journals
  - Descriptions of experiences
5. The candidate may be consulted in this process.
6. The superintendent, business representatives, and candidate sign the licensure plan. If the candidate does not agree to this plan, the CTE-37 is NOT prepared.
7. CTE-37 is prepared in the same manner as the CTE-37 for candidates who have completely met the work experience requirement. The CTE-37 is available *by going to the Department of Education home page ([www.education.ohio.gov](http://www.education.ohio.gov)) to access "CTE Teacher Prep, Licensure" under the Career-Tech drop-down bar.*

8. The CTE-37 is forwarded to the university (see Section 20.0) with a copy of the Licensure Plan and the CTE-36 and accompanying material.

**Licensure Plan**

Name of Candidate:	Date:
Licensure Area (teaching field) and Code Number:	
Subject to be Taught and Code Number:	
School District:	School:

Knowledge and skills related to subject (From course of study, TCS, etc.)	Experience or course	Evidence to be submitted by candidate in portfolio	Due Date	✓
	XXX internship at a XXX type of business (to be arranged by candidate) for XXX days	(ex.: letter from company representative)		
	Job shadow XXX at a XXX business (to be arranged by XXX) for XXX days	(ex.: letter from company representative)		
	XXX course at XXX Community College	Transcript		
	XXX course at XXX University	Transcript		
	XXX course through adult education at XXX Career Center	Record from XXX Career Center		
	Interview XXX workers and mgrs. at XXX company (Arranged by dir.)	(ex.: letters from workers and managers)		



**Approved by:**

Signature of Superintendent

\_\_\_\_\_  
Printed Name of Superintendent:

Date:

Signature of Candidate

\_\_\_\_\_  
Printed Name:

Date:

**Business Representatives (minimum of 3 required)**

*Signature of Business Representative:*

\_\_\_\_\_  
Printed Name:

Company:

Date:

*Signature of Business Representative:*

\_\_\_\_\_  
Printed Name:

Company:

Date:

*Signature of Business Representative:*

\_\_\_\_\_  
Printed Name:

Company:

Date:

### 5.2.5. Portfolio

If a licensure plan is prepared, the candidate must maintain a portfolio that documents the successful completion of activities in the plan. The portfolio is to contain the evidence listed in the licensure plan. **Binders and sheet protectors are recommended.** The following organization is suggested:

Title Page
Name
School
School District
Date
Licensure Plan (as signed by superintendent and candidate)
Summary of Portfolio
Deficient knowledge and skills
Experience 1—description
Documentation of completion of Experience 1
Experience 2—description
Documentation of completion of Experience 2
Etc.

### Process

Follow this procedure:

1. The teacher creates the portfolio.
2. The teacher submits the portfolio to the school district superintendent or designee during the second year of teaching.  
The superintendent is responsible for the review of the portfolio with assistance from the three or more business representatives listed on the licensure plan.
3. The reviewers determine if adequate evidence exists that the candidate has made sufficient progress for recommending continued teaching. They may wish to create a rubric to assist them with this task. The reviewers have the option of collecting additional information/materials from the candidate and/or other sources.
4. When a decision has been reached, it is the responsibility of the superintendent and NOT the committee to inform the candidate of the results of the assessment.